**THE CRYSTALS: 2018-19 Nomination Form**

**Instructions:** Please type directly on this form, using additional pages as necessary. When completed, print out nomination and have nominator and nominee’s supervisor sign the form. The completed nomination form and three letters of support are to be packaged together and delivered to Patti Lippert in the Communications Office (D.O. West) or may be scanned and emailed to pattilippert@cusd.com by 5 p.m. Tuesday, Oct. 15, 2019.

**Part I: General Information**

***NOMINEE Information***

**NAME**:

**SCHOOL or DEPARTMENT**:

**OFFICIAL JOB TITLE**:

This position is (*circle one*) CLASSIFIED or CERTIFICATED.

***The following information is required. If needed, the nominator may contact the nominee’s supervisor or Human Resources Department for assistance.***

1. **NOMINEE’S JOB DESCRIPTION**: *A summary/written narrative is preferred. (Job descriptions can be found online at* <http://jobsdb.cusd.com/>):
2. **CUSD YEARS OF EMPLOYEMENT** as of June 30, 2019: \_\_\_\_\_\_\_\_\_\_\_\_

*(Nominee must have been employed by CUSD for a minimum of 5 years as of June 30, 2019.)*

1. **YEARS IN CURRENT POSITION** as of June 30, 2019: \_\_\_\_\_\_\_\_\_\_\_\_

*(Nominee must have been in his/her current role for a minimum of 2 years as of June 30, 2019.)*

***NOMINATOR Information***

**NAME**:

**SCHOOL or DEPARTMENT**:

**JOB TITLE**:

**RELATIONSHIP TO NOMINEE**:

**PHONE NUMBER**:

***SUPERVISOR Information***

**NAME**:

**TITLE and DEPARTMENT/SCHOOL**:

**PHONE NUMBER**:

**Part II: Core Value Essay**

*Points available: 100 points*

* Minimum of one essay required. Maximum of four essays allowed.
* Word limit: 300 words per essay.
* *If more than one essay is submitted, each essay will be individually scored and an overall average of the scores will be calculated.*

**INSTRUCTIONS**

Write an essay about your nominee and how he/she demonstrated one of Clovis Unified’s Core Values in the 2018-19 school year in an outstanding way. Up to four separate essays, each on a different Core Value, may be submitted.

The Clovis Unified Core Values are expressed in the “2016-2019 Strategic Plan” as adopted by the CUSD Governing Board (available online). Within the four categories of Students, Employees, Community and Facilities, there are 17 Core Values listed that are meant to guide all employees and district-related decisions. Review the list of Core Values to identify what best describes the Nominee.

The “Guidelines” below come from past judging sessions. Refer to the Judges’ Scoring Rubric for more information on how points are awarded.

**GUIDELINES**

* Keep each essay focused on ONE of the 17 Core Values only; do not combine Core Values.
* Include in the essay at least two specific examples of the employee implementing the Core Value. Judges will be looking for innovation and actions that go well beyond the employee’s job responsibilities.
* Include results, outcome or measurable data that transpired as a result of these actions. Judges will be looking for how said actions made a meaningful difference in the lives of students, colleagues or the district.
* Avoid accolades and platitudes that are not supported. Instead of saying the nominee is “great,” show why he/she is great. The specific examples will help get to the “why” and “how.”
* Examples cited must be from the 2018-19 school year. Actions outside of that timeframe may be mentioned as ancillary information, but the nomination should focus on work conducted in the 2018-19 school year.
* Please consider the following … In Clovis Unified, all employees are hired with the expectation that he/she will strive for excellence in his/her job. Doing a great job is highly commendable and is the standard expectation. That does not merit a Crystal Award. The award is presented to those individuals who not only are doing excellent work in their defined job, but who are also far exceeding expectations and assignments … and they are doing so out of their own initiative. Be sure to clearly express what makes your nominee unique and stand above the rest.
* Judges will score based on the specificity of details, examples, illustrations and data used to support information. The Judging Rubric can be found on [www.cusd.com/crystalawards](http://www.cusd.com/crystalawards).

**Core Value Essay 1 (required)**

The Clovis Unified Governing Board has identified 17 Core Values that pertain to students, employees, community and schools/facilities. Select ONE Core Value statement from the list below. Check the box next to the Core Value statement to indicate to the judges your selection. Do not combine more than one Core Value in an essay.

**Students:**

* Educating the whole child in Mind, Body and Spirit
* Base all decisions on what is best for students’ academic, social and emotional well-being.
* Commit to a safe and inclusive learning environment for ALL students.
* Believe every child can learn and we teach ALL children.

**Employees:**

* Foster a climate of trust and respect through relationships and communication.
* Collaborate and empower all employees in the decision-making process at the site, area and department level.
* Be accountable to high standards, both individually and collectively.
* Surround students with the very best role models and mentors.
* Support life-long learning by providing ongoing professional development for all employees.

**Community:**

* Great schools build great communities and great communities build great schools.
* Engage with parents and the community to support ALL students.
* Recognize the cultural perspectives of our community.
* Be accessible to parents and the community as we continue to grow.

**Schools and Facilities**

* Provide safe, student-centered, world-class schools.
* Build state-of-the-art facilities that promote student success.
* Maintain quality campuses that create community pride.
* Design learning environments that serve ALL students now and in the future.

**Include Core Value 1 essay here:** (Maximum of 300 words).

**Core Value Essay 2 (optional)**

The Clovis Unified Governing Board has identified 17 Core Values that pertain to students, employees, community and schools/facilities. Select ONE Core Value statement from the list below. Check the box next to the Core Value statement to indicate to the judges your selection. Do not combine more than one Core Value in an essay.

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* Base all decisions on what is best for students’ academic, social and emotional well-being.
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* Recognize the cultural perspectives of our community.
* Be accessible to parents and the community as we continue to grow.

**Schools and Facilities**

* Provide safe, student-centered, world-class schools.
* Build state-of-the-art facilities that promote student success.
* Maintain quality campuses that create community pride.
* Design learning environments that serve ALL students now and in the future.

**Include Core Value 2 essay here:** (Maximum of 300 words).

**Core Value Essay 3 (optional)**

The Clovis Unified Governing Board has identified 17 Core Values that pertain to students, employees, community and schools/facilities. Select ONE Core Value statement from the list below. Check the box next to the Core Value statement to indicate to the judges your selection. Do not combine more than one Core Value in an essay.

**Students:**

* Educating the whole child in Mind, Body and Spirit
* Base all decisions on what is best for students’ academic, social and emotional well-being.
* Commit to a safe and inclusive learning environment for ALL students.
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**Schools and Facilities**

* Provide safe, student-centered, world-class schools.
* Build state-of-the-art facilities that promote student success.
* Maintain quality campuses that create community pride.
* Design learning environments that serve ALL students now and in the future.

**Include Core Value 3 essay here:** (Maximum of 300 words).

**Core Value Essay 4 (optional)**

The Clovis Unified Governing Board has identified 17 Core Values that pertain to students, employees, community and schools/facilities. Select ONE Core Value statement from the list below. Check the box next to the Core Value statement to indicate to the judges your selection. Do not combine more than one Core Value in an essay.

**Students:**

* Educating the whole child in Mind, Body and Spirit
* Base all decisions on what is best for students’ academic, social and emotional well-being.
* Commit to a safe and inclusive learning environment for ALL students.
* Believe every child can learn and we teach ALL children.

**Employees:**

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* Collaborate and empower all employees in the decision-making process at the site, area and department level.
* Be accountable to high standards, both individually and collectively.
* Surround students with the very best role models and mentors.
* Support life-long learning by providing ongoing professional development for all employees.

**Community:**

* Great schools build great communities and great communities build great schools.
* Engage with parents and the community to support ALL students.
* Recognize the cultural perspectives of our community.
* Be accessible to parents and the community as we continue to grow.

**Schools and Facilities**

* Provide safe, student-centered, world-class schools.
* Build state-of-the-art facilities that promote student success.
* Maintain quality campuses that create community pride.
* Design learning environments that serve ALL students now and in the future.

**Include Core Value 4 essay here:** (Maximum of 300 words).

**Part III: Aims Essay (required)**

*Points available: 100 points*

* One essay required
* Word limit: 1,000 words

**INSTRUCTIONS**

Using a maximum of 1,000 words, provide specific examples and outcomes regarding how the nominee achieved **one** of the district’s Aims **over the course of the 2018-19 school year** by conducting exceptional, surpassing efforts and work.

The Governing Board identifies three Aims in the “CUSD 2016-2019 Strategic Plan.” They are:

* Aim 1: Maximize achievement for ALL students
* Aim 2: Operate with increasing efficiency and effectiveness
* Aim 3: Hire, develop, sustain and value a high-quality, diverse workforce

Details on each of these Aims are available in the “2016-2019 Strategic Plan” which are online. The plan includes detailed examples of actions and indicators of accomplishing an Aim.

**GUIDELINES**

* A maximum of 1,000 words is permitted in this section. Anything in excess of 1,000 words will not be read.
* Examples and information should focus on work done in the 2018-19 school year.
* Details on each Aim are available at www.cusd.com/crystalawards/ through the “2016-2019 Strategic Plan” link.
* A Nominee does not need to meet *all* the actions and indicators listed under each Aim in Exhibit 1103, but the nominator should explain how the nominee met at least one of the actions/indicators and/or provide detailed examples, evidence and supporting data to show the intent of the Aim.
* Including specific examples in the write-up is imperative.
* Identify actions that surpass the expectations of the nominee’s job description and responsibilities. Show how he/she went above and beyond what was required and expected in his/her pursuit of excellence.
* Whenever possible, include quantifiable data as to how the nominee has produced tangible results; in particular for certificated nominees, use any data available to back up statements made in the write-up.
* Judges will score based on the specificity of details, examples, illustrations and data used to support information that shows an employee exceeding expectations and showing innovation. The Judging Rubric can be found on [www.cusd.com/crystalawards](http://www.cusd.com/crystalawards).

Please mark (X) next to the **one** district Aim your Nominee met and you are writing about. **Use specific examples and evidence of results!**

* Aim 1: Maximize achievement for ALL students
* Aim 2: Operate with increasing efficiency and effectiveness
* Aim 3: Hire, develop, sustain and value a high-quality, diverse workforce

**Include Aim essay here:** (Maximum of 1,000 words).

**Part IV: Statements of Support**

*Points available: 50 points*

* Three letters of support are required.
* A letter should not exceed one page.
* One letter should be written by the nominee’s supervisor. However, if the supervisor is also the nominator, the supervisor should not write a letter and instead provide the opportunity for a different person to comment on the employee.
* Each letter should include the writer’s name, contact information and relationship to the nominee.

**INSTRUCTIONS**

Provide three statements of support from colleagues, supervisors, students, parents or community members. Each statement should be in the form of an open letter addressing the criteria and how an employee exhibits the characteristics of the Crystal Award. One of the statements of support should be from the Nominee’s direct supervisor, unless the direct supervisor is the individual completing the nomination form. Attach the three letters to the end of the nomination form.

**GUIDELINES**

* Additional letters of support beyond three will be discarded and will not be given to judges to read.
* Letters are judged on how well they support the content of the application. Examples and results are encouraged.
* Ideally, letters will add new information and/or perspective to the nomination.
* Each of the three letters will be judged individually on a 50-point scale. The scores will be totaled and averaged to determine the score for this section.
* Judges will score based the Judging Rubric that is available on [www.cusd.com/crystalawards](http://www.cusd.com/crystalawards).

**THE CRYSTALS -- NOMINATION CHECK LIST & SIGNATURES**

Nominations are due by **5 p.m. Tuesday, Oct. 15, 2019** to Patti Lippert, CUSD Communications Department, located in the Office of the Superintendent (DO West)**.** The packet may also be scanned in full and emailed by the deadline to pattilippert@cusd.com. Questions: 327-9094.

Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School or Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirm the following **required** nomination items have been completed by checking them off below:

* + General Information
		- Job description
		- Years of service; years in position
	+ Core Value essay (one required, maximum of four; limit of 300 words per essay)
		- Only one Core Value essay box is selected per essay
	+ Aims essay (limit of 1,000 words)
	+ Three Letters of Support (one page per letter)
	+ Signature of Supervisor
	+ Signature of Nominator

*Nominator:* Please print the completed nomination form and give to the nominee’s supervisor for review of accuracy and eligibility. The supervisor and the nominator must sign the printed form before the packet can be submitted for consideration. Thank you!

**NOMINATOR:**

I have prepared this application to the best of my knowledge.

Nominator’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator’s name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUPERVISOR***:*

I am this nominee’s supervisor and I have reviewed this nomination form. I verify that:

 Information presented herein is accurate and true.

 The nominee meets the eligibility requirements and has

* + Worked in CUSD a minimum of five school years as of June 30, 2019
	+ Worked in his/her current job at least two years as of June 30, 2019
	+ Not received any reprimands from July 1, 2018 to June 30, 2019.

 All required sections of this form, including a job description and years of service, are complete.

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_